City of
FRESNO

Techniques for Editing and Proofreading Documents

People often use the terms editing and proofreading interchangeably, but they are two different stages of the revision process. This 2-hour course, led by Melany Felton or Charon Mckinley, focuses on how to produce more professionally written business documents.

The following session is offered in 2010:
- Wednesday, June 30 from 9 am – 11 am